

State of Kansas  
Department of Administration  
Division of Accounts and Reports  
DA-63 (Rev. 10-98)

Monthly Reconciliation of Financial Institution Account	Month _____	Date Reconciled _____	
<hr/>			
Checkbook Balance .....	.....		
Adjust for items not entered in checkbook			
Add: Interest earned .....	_____		
Deduct: Financial Institution Charges (other than service charges)	_____		
N.S.F. Checks (List)	_____		
<hr/>			
Adjusted Checkbook Balance .....	.....		
Balance per statement from the financial institution.....	.....		
Add: Deposits made but not shown on the statement from the financial institution			
Date	_____		
<hr/>			
Deduct Outstanding Checks:			
<i>Check Number</i>	<i>Amount</i>		
_____	_____		
_____	_____		
_____	_____		
_____	_____		
_____	_____		
<hr/>			
Adjusted Balance (as above).....	.....		
The above for the monthly financial institution reconciliation is correct.	The above for the monthly financial institution reconciliation is correct.		
Preparer _____	Date _____	Custodian _____	Date _____